



Managing Traffic Safety on School Premises

**Caradog Primary
Traffic Management Plan
September 2025**

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1	Introduction
	<p>Caradog Primary School is a small school site, with no on-site vehicle movement or access throughout the day. At drop off and pick up times, parents utilise public parking on Pendarran Street peaking at the start and end of the school day. There are no roads on the school site and one gate entry, through which emergency services and workmen can gain access, onto the upper school yard. However, this rarely needs to be arranged. We have two staff parking bays at the front of the school, all other staff vehicles park on Clifton Street or Pendarran Street. Vehicles which frequent our school include; staff cars, parent (and student) cars, contract buses, delivery vehicles and contractor vehicles including, for example, refuse collection.</p>
	<p>As with other aspects of health and safety it is important that vehicle movements on site are properly managed. In order to identify hazards associated with traffic management, the starting point for the Senior Leadership Team (SLT) was the undertaking of a risk assessment that identified the significant traffic hazards at the school. After further consideration the SLT, in consultation with Corporate Maintenance, Highways Department and the Council's Corporate Health and Safety Team, identified control measures to ensure the risks are kept to a minimum. A copy of the risk assessment is available from the Head Teacher.</p> <p>https://docs.google.com/document/d/1GwjJBqCzojyYqzsAZ853Db2xV8nZ8wvy/edit</p>
	<p>This Traffic Management Plan (TMP) has been prepared to inform and instruct employees, pupils and visitors concerning the site rules that the SLT deem suitable and sufficient to manage traffic movements around the school. The main objective is to keep people safe.</p>
	<p>The SLT takes the health and safety of all site users very seriously. It is therefore imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds, and follow instructions to avoid risk of injury. If there are any concerns about traffic safety on or around the site, these should be reported to the Head Teacher.</p>
	<p>The instructions contained within this TMP constitute site rules. Pupils and staff in breach of the site rules may be subject to disciplinary action. Staff will be provided with a copy of this TMP at induction, and at regular intervals as required. Pupils will be informed of the relevant parts at the start of the academic year or when they first enrol at the school if that falls outside of the start of the academic year.</p>

	Relevant parts of this TMP will be used to inform parents, contactors, delivery companies, contracted bus services, kitchen staff, cleaning staff and other visitors of the traffic management arrangements at the school.
	The school has no obligation to staff or parents to provide access to or parking facilities for their vehicles.
	<p>An electronic copy of this TMP is accessible on the school website. https://www.caradogprimary.co.uk/school-policies-and-relevant-documents/</p> <p>A hard copy is on display in the reception area. That copy should not be removed from display – additional copies are available at reception.</p>



3.	Site Speed Limit
	A significant factor in most traffic accidents is the speed at which the vehicle is being driven. This factor also significantly affects the severity of any injuries suffered by pedestrians. Drivers are expected to adhere to the street speed limits (as well as all other site rules) and drive appropriately, taking into account pedestrians as well as local weather conditions and other site traffic.
4.	Reversing
	Reversing vehicles are a significant factor in many fatal accidents. Reversing on the school site is to be avoided as far as is practicable. In general, this is to be achieved by vehicles entering the site via gates, turning on the yard and exiting the site via vehicle gates. Where reversing is unavoidable, drivers must use all reversing aids at their disposal, such as any alarms, cab-mounted CCTV, reversing assistants, etc., and check that the area is clear of pedestrians before carrying out a reversing manoeuvre. No reversing must be carried out during the morning drop off or afternoon collection periods. Any pedestrians in the vicinity of an area where reversing manoeuvres are being carried out must position themselves in a safe location and away from any crush zones.
5.	Pedestrians
	Pedestrians can only access the school grounds from the designated entrances, which are the two pedestrian gates on Pendarran Street and the main reception entrance on Clifton Street.
	There are various footpaths around the school and all pedestrians must make sure that they use these safely and avoid spilling onto public highways and on-site vehicle routes. Pupils walking in groups must take this into account and allow other users to pass safely. Pedestrians must use the school crossing guard when possible on Monk Street. Dropped kerbs are provided throughout the site to provide suitable access and egress for wheelchair users.
	During arrivals in the morning, entry into school buildings is only available via the Pendarran Street. Late arrivals enter through Clifton Street. Similarly, the same applies to exiting the buildings at the end of the school day.
6.	Staff
	All members of staff, as responsible adults, must set a good example, particularly to pupils, but also to others, by complying with all site rules. This

	includes obeying the street speed limit, only parking in the designated staff car park and not parking haphazardly about the surrounding streets. Staff must remember that some pupils, particularly young ones, will have little appreciation of the risks associated with traffic movement and must take this into consideration when driving on or near the school.
	All staff, irrespective of whether or not they are undertaking any formal supervisory or monitoring duties, must report any incidents of non-compliance with site rules they observe to the relevant person.
7.	Pupils
	<p>It is very important that pupils set a good example to others, particularly in the spirit of being a safe school. There are a number of rules that pupils should be aware of:</p> <ul style="list-style-type: none"> ● Pupils found to be climbing over fences, railings or walls and not following staff instructions in relation to the site, or not adhering to the contents of this plan, will be in breach of the site rules and may be subject to disciplinary action; ● When crossing roads around the school, pupils must use the crossing guard (Mr Mears Caretaker) provided; ● Pupils being dropped off by parents must, wherever practicable, alight the vehicle on the kerbside only; ● Pupils must avoid using earphones as this would disguise the sound of vehicle movements; ● Pupils must ensure that they stop, look and listen before crossing roads, especially when wearing hoodies or similar clothing that restricts vision to either side; ● When using the footpaths – walk, not run. This will avoid accidents and will make you more aware of what is happening around you;
8.	Car Parks
	<p>There are two staff parking bays at the front entrance on Clifton Street.</p> <p>There are no designated parking spaces for parents or visitors vehicles on school grounds. School staff, parents and visitors are asked to park sensitively on Clifton and Pendarran Street.</p> <p>Drivers should proceed slowly around the school and within the car ports at all times and within the designated 5MPH speed limit.</p> <p>If they are aware of unauthorised use of parking bays, this should be reported via Mrs Barnes or Mrs Derrick who will inform / remind the offending driver of</p>

	the correct use of the site. All staff must supply the school with their vehicle registration number so that they can be contacted if there is a need to do so.
9.	Parents Dropping Off / Collecting Pupils
	Parents are asked to be extra vigilant of pedestrians and sensitive towards our neighbours when dropping off/collecting children from Pendarran Street.
10.	Visitors
	Visitors should park on Pendarran or Clifton Street. Alternative parking arrangements can be found in the local community. All visitors must adhere to the 5MPH maximum speed limit around the site, as well as all other site traffic rules.
	Visitors are required to sign in at reception and record their vehicle registration number on the signing in sheet. On departure, visitors should sign out at reception and leave the building by the main entrance door. Disabled visitors may park in one of the disabled bays which are located in the visitors' car park.
11.	Contractors / Deliveries / Waste & Recycling Collection / School Minibuses
	<p>Contractors and delivery drivers</p> <p>Drivers of contractor and delivery vehicles must report to the reception to advise of the nature of their visit and to get clarification on where they can park, and to record their vehicle registration details. Drivers must either be issued with a copy of this plan for reference if necessary, or simply be advised of the site rules in relation to the area they are parking at the time, as appropriate to the nature of their visit. All drivers must adhere to the 5MPH maximum speed limit around site, as well as all other site traffic rules. Parking arrangements for contractors who are carrying out long term construction works on site must be agreed to prior to the commencement of the work.</p>
	<p>Waste and Recycling Collection</p> <p>All refuse and recycling collections are made on a Thursday. The waste compound is located at the rear of the lower school yard on Pendarran Street. The caretaker will unlock gates when the vehicle arrives. The caretaker / site manager will position themselves in a safe area if any reversing is required. The refuse / recycling drivers must use reversing assistants during any reversing manoeuvre. All refuse and recycling vehicles</p>

	must adhere to the 5MPH maximum speed limit around site, as well as all other site traffic rules.
12.	Home to School Transport
	N/A
13.	Outside School
	The school accepts that parking near the school is not easy. It is important that the school is a considerate neighbour to local residents and park sensitively.
	Mr Mears, our school caretaker is our crossing guard and located on Monk Street. Monk Street is a very busy hill and we encourage all users to cross with caution, especially parents with younger children.
14.	Supervision
	<p>School staff are on duty daily according to our timetables. Breakfast club staff welcome children in via the main Pendarran gates at 8am and lock the gates at 8:20am.</p> <p>Mrs Barnes opens the gates promptly at 8:50am and locks them by 9am in the morning. In the afternoon, the gates are opened at 3:05pm and locked at 3:25pm. Parents are asked not to arrive too soon before these times, as to avoid queueing on the roadside. Late arrivals should go to reception on Clifton Street.</p>
15.	Monitoring of Compliance Against this Plan
	Key to the ongoing monitoring of the plan is the role of SLT and other staff. All staff have a responsibility to make sure that they are acting in such a way as not to compromise the health and safety of themselves or others. In addition to the supervision arrangements in place, the SLT will carry out regular site inspections to view practices. The outcomes of this monitoring will be recorded, including details of any instances of non-compliance. Similarly, details of any instances of non-compliance noted at any other times will also be recorded.

	<p>Traffic and driving issues arising from the behaviour of parents, contractors, delivery drivers, cleaning and catering staff will be dealt with / escalated by the Head Teacher.</p> <p>The Head of Year will be responsible for addressing the conduct of pupils where it is not consistent with the requirements of this TMP.</p> <p>Issues involving contractors' employees, drivers of delivery vehicles or similar will be reported to the relevant employer. All staffing issues will be dealt with by the Head Teacher. The Head Teacher will coordinate this function and ensure that both the school traffic management risk assessment and this TMP is updated to reflect any amendments to the actual traffic management arrangements at the school.</p>
16.	Reporting of On-site Traffic Incidents / Accident
	Incidents and accidents must be reported initially to site management, who will then inform the Council's Corporate Health and Safety Team using the Incident / Accident Investigation and Injury Record Form HS5(A).

Signed:		
Designation:	Headteacher	Chair of Governors
Date completed:	September 2025	
Date uploaded onto RAMIS:	September 2025	
Planned Review date:	September 2026	

